

EMERGENCY SERVICES OFFICER

DISTINGUISHING FEATURES

The fundamental reason the Emergency Services Officers is to act as a liaison between the City and vendors who supply fire, civil defense, and emergency medical services. Responsible for intergovernmental relations and mutual aid agreements with local, county, state, and federal agencies. This classification performs responsibilities under general direction from the Executive Assistant Police Chief.

ESSENTIAL FUNCTIONS:

Formulates, implements, and reviews policies, procedures and standards as related to emergency services delivery systems. Writes and updates annual civil defense plans, coordinates civil defense training.

Establishes and maintains good working relationships with county, State, and Federal civil defense officials.

Communicates in a variety of ways (orally, one-on-one, phone, writing) with agencies to resolve concerns and recommend alternatives.

Works closely with Fire Department to ensure proper provision of fire and emergency medical services within the City. Reviews Fire Department expenditures.

Participates in medical advisory groups. Maintains a good working relation with volunteer groups such as the Red Cross and Salvation Army.

Works closely with City and outside agencies to establish and maintain security standards for the City, including both physical attributes of facilities and training and policies for employees. Develops and implements recommendations to improve workplace and City safety.

Responds to all major fire and medical events within the City and prepares a written summary of events for the Director of Public Safety/Police Chief, City Manager and Council. Subject to calls all hours of day/night. Works in all kinds of weather conditions. Collects and analyzes data in order to make recommendations. Prepares ordinances and regulations for deliberation by Council to meet Federal and State requirements for emergency services. Supports organizational goals and strategies.

Participates in City master planning for emergency services. Monitors and makes recommendations for improvement of current service levels and performances. Investigates and documents all complaints relating to fire and emergency medical services. Seeks input from the public and staff to improve the provision of emergency fire/medical services in the community.

Produces written documents with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

Works in a variety of weather conditions.

Directs and manages personnel. Observes, reviews, and checks the work of staff members to ensure conformance to standards.

Operates a variety of standard office equipment, including a personal computer, which requires continuous and repetitive eye and arm or hand movement.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Considerable knowledge of current Federal and State laws relating to Emergency Services Delivery Systems; Current laws, ordinances, regulations and established procedures.

Fire hazards and unsafe conditions and practices;

Fire codes and regulations;

Modern firefighting procedures and methods;

Basic information relating to electrical, mechanical, plumbing, and structural codes;

Building construction and fire protection and life-safety systems

Ability to:

Establish and maintain cooperative working relationships with other governmental agencies, vendors, advisory groups, volunteers, and the general public.

Make crisis response decisions.

Work a flexible schedule in order to effectively manage a 24-hour operation.

Operate a computer terminal requiring continuous and repetitive hand/eye movement

Prepare written documents in English with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

Comprehend and make inferences from material written in the English language.

Communicate effectively in English with police staff at all levels, other city workers, other law enforcement agencies, and the general public.

Obtain valid Arizona driver's license with no major driving citations in the past 39 months.

Safely operate a motor vehicle; read maps; work in situations involving body fluids, hazardous materials, firearms, and a variety of evidence.

Work in a variety of weather conditions; stand or sit for long periods of time, and physically lift or move persons or objects.

Keep up-to-date with fire codes and regulations.

Education & Experience

A Bachelor's degree in Fire Administration, Public Administration or a related field and two to four years of recent experience in contract negotiations, agreements, intergovernmental relations and fire or police safety.

FLSA Status: Exempt

HR Ordinance Status: Unclassified